

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140126-3

CONTROL NO.

DDS/OTR/ ☐ 9

25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

 Report2. TYPE
OF
REPORT☐ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☐ LOGISTICS☐ SECURITY☐ MEDICAL☒ FINANCE☐ ADMIN. GENERAL☐ OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)
Typed Acctg.

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Special Services Officer

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)
0 (Monthly Income and Expense Statements for the
Mess.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS7	4.50	2		9.00	1		\$ 9.00
GS7	4.50	3		13.50	1		13.50
GS11	6.50	1		6.50	1		6.50
GS12	8.00	1		8.00	1		8.00
							<u>\$37.00</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$37.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Financial Statement of Self-sustaining club activity. Submitted 30 June of each year
and Statement of Income and Expense for the year in accordance with 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

0

0 STAT

☐ DISCONTINUE

16. DATE OF INVENTORY

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18. EXTENSION

Finance Officer,

Classification